

CHAPTER 5

OFFICERS

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1-5-1: OFFICES CREATED: In addition to the President and Board of Trustees and Village Clerk, provided for by Statute, and in addition to the offices of Water Superintendent and Village Collector heretofore created by ordinance, there be, and there is hereby created the following designated officers, namely:

The office of Village Attorney,

The office of Village Comptroller,

The office of Village Administrator.

1-5-2: APPOINTMENTS, WHEN MADE: The President and Board of Trustees shall, at the first meeting thereof in May, 1935, and biennially thereafter appoint in addition to a Water Superintendent and Village Collector, a Village Attorney and a Village Comptroller, which officers so appointed shall hold their offices for a period of one (1) year or until their respective successors shall be appointed and qualified, unless sooner removed from office.

1-5-3: OATH, BOND: All officers of the Village whether elected or appointed shall, before entering upon the duties of their respective offices, submit a written acceptance of the oath of office prescribed by Statute and the provisions of this Code, which oath or affirmation, so subscribed shall be filed in the office of the Village Clerk.

All such officers, except the Village Trustees shall, before entering upon the duties of their respective offices, execute a bond with surety to be approved by the President and Board of Trustees, payable to the Village, in such penal sum as may be required by resolution or ordinance, conditioned for the faithful performance of the duties of the office and the payment of all moneys received by such officer, according to law and the provisions of this Code. Provided, that in no case shall the bond of the Village President be less than one thousand dollars (\$1,000.00), nor the bond of any officer be less than five hundred dollars (\$500.00). The amount of the several bonds shall be fixed at the time of appointment as to all appointive officers, by the Board of Trustees. The bond of the Village Clerk shall be in the sum of one thousand dollars (\$1,000.00).

1-5-4: SALARIES; APPOINTIVE OFFICERS: The salary or compensation to be paid to appointive officers shall, at the time of appointment, be fixed by the Board of Trustees by resolution making the appointment, where such compensation is not otherwise fixed by ordinance.

1-5-5: REMOVAL: The President of the Board of Trustees shall have the power to remove any officer so appointed whenever, in his opinion, the interest of the Village requires such removal. He shall report such removal, with his reasons therefore, to the Board of Trustees at its next regular meeting; and if the Board of Trustees by a two-thirds (2/3) vote of all its members authorized by law to be elected, by yeas and nays, to be entered upon its record, disapprove of such removal, such officer shall thereby be restored to the office from which he was removed, but he shall give a new bond and take a new oath of office, and shall not be entitled to pay from the time of such removal until he shall have given a new bond and retaken the oath of office.

1-5-6: FILL VACANCIES: The President of the Board of Trustees may appoint any suitable person to discharge the duties of the office from which he shall have removed any officer until his successor is appointed and qualified, or such officer is restored to office in the manner aforesaid who shall be entitled to the same pay as the officer removed.

1-5-7: TEMPORARY POLICEMEN: Whenever the President of the Board of Trustees shall deem it necessary to temporarily increase the number of Marshals or the police force, he may appoint, in

writing under the Corporate Seal, a suitable number of reputable and discreet citizens of the Village as temporary watchmen or policemen, who shall take and subscribe the same oath, and may be required to execute bond to the Village.

1-5-8: OTHER OFFICERS' DUTIES:

- (A) The Village Attorney shall perform the duties required of him by law and the provisions of this Code, and as he may be directed to perform by the President and Board of Trustees.
- (B) The Village Comptroller shall perform the duties required of him by law and the provisions of this Code, and as he may be directed to perform by the President and Board of Trustees.
- (C) The Village policemen shall have the power and authority, within the corporate limits of the Village to serve and execute warrants, or other process for the apprehension and commitment of persons charged with, or held for the commission of any crime or misdemeanor, or the violation of any State law or any provision of the Village Code, and while serving or executing or assisting in the service or execution of any such warrants, or other legal process.
- (D) With the exception of the Police Department: The Village Administrator directs day-to-day operations of the Village's functions and activities which fall under the jurisdiction of the Village Board. The Administrator plans, develops, presents and recommends policies and programs for consideration by the Board; coordinates Village departments, offices or agencies under the Board's jurisdiction; performs highly responsible administrative work in planning and directing the administrative affairs of the Village and provides direct supervision of all administrative offices; and cooperatively works and collaborates with all departments, offices and agencies not under the Board's jurisdiction or policy control to promote a high level of interdepartmental cooperation and consistency of administrative procedures and operations.

The Village Administrator also plays just as significant role in other areas such as economic development, pro-business relationships, housing, tourism, neighborhood concerns, environmental issues, community cooperation, and intergovernmental coordination as deemed necessary by the Board. Along with the Village President,

the Administrator is the lead person in addressing the Village's policy and goals to the general public.

(E) Part-time Police:

1. Employment: The Village of Arthur may employ part-time police officers from time to time as they deem necessary.
2. Duties: A part-time police officer shall have all the responsibilities of a full-time police officer and such specific duties as directed by the Village Board or Chief of Police, but the number of hours a part-time officer may work within a calendar year is restricted. Part-time officers shall not be assigned to supervise or direct full-time officers. Part-time police officers shall be trained in accordance with the Illinois Police Training Act (50 ILCS 705/1 et seq.) and the rules and requirements of the ILETSB and 65 ILCS 5/3.1-30-21.
3. Hiring Standards: Any person employed as a part-time police officer must meet the following standards:
 - a. Be of good moral character, of temperate habits, of sound health, and physically and mentally able to perform assigned duties.
 - b. Be at least twenty-one (21) years of age.
 - c. Pass a medical examination.
 - d. Possess a high school diploma or GED certificate.
 - e. Possess a valid State of Illinois driver's license.
 - f. Have no prior felony convictions.
 - g. Any individual who has served in the U.S. Military must have been honorable discharged.
4. Discipline: Part-time officers shall be under the disciplinary jurisdiction of the Chief of Police. Part-time police officers serve at the discretion of the Village authorities, shall not have any property rights in said employment, and may be removed by the Village authorities at any time. Part-time police officers shall comply with all applicable rules, stated policies and general orders of the Village authorities or the Chief of Police.